

Bureau of Naturopathic Medicine

PO Box 980490, West Sacramento, CA 95798-0490

P 916/574-7991 F 916/574-8645 | www.naturopathic.ca.gov



INSTRUCTIONS
FOR COMPLETING
THE LIVE SCAN FORM (BCII 8016)

ND-104 (Rev 01/08)

Live Scan is an automated service that the California Department of Justice (DOJ) provides to agencies that require criminal history background checks from the state and/or Federal Bureau of Investigations (FBI) as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Live Scan digital submissions provide the quickest way to submit and process background checks. Beginning July 1, 2005, all applicant fingerprint submissions must be transmitted electronically.

STEP 1

Fill out the following information on the pre-printed Live Scan form (BCII 8016), which can be obtained either from the Bureau or downloaded from the Bureau's website at www.naturopathic.ca.gov.

- | | |
|---------------------------|---|
| 1. Name of Applicant: | Enter the applicant's Last Name, First Name, and Middle Name. |
| 2. Alias: | Enter any aliases (including any maiden name) of the applicant. |
| 3. Date of Birth: | Enter the applicant's date of birth (month, date, year). |
| 4. Sex: | Enter the applicant's gender. |
| 5. Height: | Enter the applicant's height. |
| 6. Weight: | Enter the applicant's weight. |
| 7. Eye Color: | Enter the applicant's eye color. |
| 8. Hair Color: | Enter the applicant's hair color. |
| 9. Place of Birth: | Enter the applicant's location of birth (such as city and state). |
| 10. SOC: | Enter the applicant's social security number. |
| 11. Driver's License No.: | Enter the applicant's driver's license number. |
| 12. Home Address: | Enter the applicant's home address or P.O. Box (include city/state/zip code). |

STEP 2

Take the three copies of the completed Live Scan Form to a Live Scan service site in order to have your fingerprints electronically submitted to DOJ and the FBI. For a listing of a Live Scan service site near you, please visit DOJ's website at <http://caag.state.ca.us/app/livescan.htm>.

STEP 3

If you are looking for a Live Scan site, please download the most current list from CA Department of Justice at <http://caag.state.ca.us/app/livescan.htm>. Pay the Live Scan operator. The Live Scan operator will collect the fingerprint processing fees directly from the applicant. The processing fee for DOJ is \$32.00 and \$19.00 for FBI. However, check with the Live Scan service site to determine if additional fees are charged for "rolling" prints and/or administrative processing. Ensure the Live Scan Operator completes the bottom portion of each form. **Do not submit Live Scan fees to the Bureau. You must pay these fees at the time and location of fingerprinting.**

STEP 4

Submit the **second copy** of the Live Scan Form (BCII 8016), which should be signed by the Live Scan Operator and have the ATI number on it, to the Bureau with your application.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

A list of locations and business hours for the sites that offer Live Scan services is available at <http://caag.state.ca.us/app/livescan.htm>, or you may contact your local Police Department, Sheriff Department, or school district. You are strongly encouraged to call the Live Scan service site to determine if an appointment for fingerprinting is required.